



STATE OF CONNECTICUT



OFFICE OF EARLY CHILDHOOD

JOB OPPORTUNITY

DIVISION OF EARLY CARE AND EDUCATION SECRETARY 1

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS ON THE LAST PAGE](#)

Open To: Candidates on a current Secretary 1 examination list

Location: 165 Capitol Avenue, Hartford, CT

Job Posting # 57971

Hours: 8:00 a.m. – 5:00 p.m.

Salary: \$41,440 - \$54,377

Closing Date: September 4, 2014

ELIGIBILITY REQUIREMENT:

Candidates must have applied for and passed the Secretary 1 exam and be on the current certified list promulgated by the Department of Administrative Services for this classification. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.** State employees who have attained permanent status and are eligible for appointment may also apply.

GENERAL KNOWLEDGE:

Considerable knowledge of office systems and procedures; considerable knowledge of proper grammar, punctuation and spelling; knowledge of business communications; some knowledge of business math; interpersonal skills; ability to schedule and prioritize office workflow; ability to operate office equipment which may include word processors, computer terminals or other automated equipment; ability to take notes (shorthand, speedwriting or other method acceptable to the supervisor); ability to type at a net speed of 50 wpm.

EXAMPLE OF DUTIES:

This individual will be responsible for a full range of duties that include: greeting and directing visitors; providing general information in response to telephone calls; composing routine correspondence using a typewriter, word processor, or other automated equipment; proofreading correspondence; scheduling meetings; reviewing, routing and prioritizing mail; organizing and maintaining filing systems; making travel arrangements; preparing a variety of forms, including travel authorizations, travel reimbursements, internal purchase requisitions, receiving reports, requisitions for supplies, etc.; and other related duties as may be required.

GENERAL EXPERIENCE:

Two (2) years' experience above the routine clerk level in office support or secretarial work.

SUBSTITUTIONS ALLOWED:

College training in the secretarial sciences may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience.

PREFERRED EXPERIENCE:

- Experience providing clerical support to programs and/or activities related to early childhood;
- Experience operating office equipment;
- Advanced skills in using Microsoft Office applications including MS Word, Excel, Outlook and PowerPoint computer systems;
- Advanced skills in creating, proofing, editing, and formatting documents and reports;
- Experience working with budgets and fiscal operations;
- Experience in a fast-paced environment with interpersonal, written and oral communications skills;
- Experience working with confidential and time sensitive information;
- Experience in providing administrative support utilizing problem solving and interpersonal skills;
- Experience using business communications (composing complex letters and memoranda).

NOTE: The filling of these positions will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

APPLICATION INSTRUCTIONS:

In addition to meeting the above requirements, candidates must submit the following information by close of business on the closing date in order to be considered for this position.

1. Cover letter
2. Three (3) current professional references
3. Application for Employment (CT-HR-12), available online at <http://www.sde.ct.gov>
4. Candidates currently employed in state service, please submit your two most recent service ratings with your application materials to:

**Doreen Culver
Office of Early Childhood
165 Capitol Avenue – Room G-35
Hartford, CT 06106
TEL: (860) 713-6738**

Please note: Applications will be accepted via, U.S. mail or hand delivered only.

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